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With the Iowa DNR Records Program

The Records Center staff strives to serve both the public and DNR staff by managing the Department's Records efficiently and with a high degree of integrity. For more information; Contact Leslie Leager at 515-281-4790 or leslie.leager@dnr.iowa.gov

2008 in Review!

Records Center Accountability

This past year, the Records Program has really strived to provide the best customer service to both the public and DNR staff by managing the Department's records efficiently and with a high degree of integrity. Currently, there are three Record Centers in the Des Moines metro area: Wallace Building, Water Supply, and Air Quality. We manage active files as well as facilitate the long term storage of boxed records as mandated by retention schedules. We have a full service document retrieval center that can scan, burn to CD, and mail to anywhere in the country. We continue to expand our electronic records with over 1.7 million documents available on the on-line. Each day we expand our services to meet the needs of our internal and external customers. Our dedicated staff and focus on efficiency has proven a successful combination that will only enable us to provide better customer service in the 2009.

Open Records Requests

The Records Center facilitates the public and staff's ability to access open records by maintaining a reception counter for immediate retrieval of documents, along with taking requests by phone, e-mail and fax.

Staff File Requests for the year: 5,873 (Average 489 per month)
Public File Requests for the year: 1,894 (Average 158 per month)

Records Management

The Records Center currently manages 120+ retention series (active files) for program areas.

Number of files new or modified files created for the year: 2,777

The Records Center works with program areas across the Iowa DNR in managing active and inactive documents.

Total number of boxes created for the year: 710

Inactive documents that must be retained longer than a year according to their retention schedules are stored off site at the State Records Center.

Total number of boxes sent off-site for the year: 477

Retention Schedules

The DNR has 400+ retention schedules. Retention Schedules outline the legal life span for documents. The Records Center assists DNR staff in creating, interpreting and modifying these retention schedules.

Retention Schedules (New or Modified for the year)

- CON 11-34 Storm Water General Permits
- CON 12-16 Ground Water Hazard Statements
- CON 14-4-1 General Council Opinions
- CON 14-4-2 Training Materials Prepared by Legal for Internal Use
- CON 14-4-3 Environmental Audits
- CON 14-5 Administrative Cases
- CON 10-22-1 Air contaminate Source Fee Calculations
- CON 10-33-1 Regional Haze Program
- CON 3-4-1-5 Flood Plain Misc. Files
- CON 12-17-11 SWAP Revision
- CON 12-17-12 SWAP Unfunded Proposals
- CON 7-2-5-2 Certified Instructors
- CON 8-3-3 Boating Incident Reports
- CON 7-3-1 Hunting Incident Reports
- CON 8-4-3 Snowmobile / ATV Incident Reports
- CON 7-4-2-1 Lifetime licenses
- CON 10-15 Asbestos
- CON 8-3-0 Farm & Government Boat / ATV / ORV / Snowmobile Licenses
- CON 14-16 Denied Applications



Water Supply

Water Supply Records Center manages active and inactive files for program areas that are located at 401 SW 7th Street in Des Moines:

- **Number of files created for the year:** 387
- **Number of documents filed for the year:** 28,139

Air Quality

Air Quality Records Center manages active and inactive files for program areas that are located at 7900 Hickman Road in Urbandale.

- **Public File Requests for the year:** 160
- **Number of (new/modified) files created for the year:** 732



Electronic Inventories

Soon, a comprehensive electronic inventory will be available of all files (paper, film, fiche) that are managed by the Records Center. Some of those inventories are complete and available electronically.

List of Complete Inventories

- o ADM 1-1-1 Commission Meeting Minutes
- o CON 3-4-1-3 Flood Insurance Correspondence (County & City)
- o CON 11-3-2 Agricultural Wastewater Operation Permits
- o CON 11-4-1 Wastewater Sewage Facility Files
- o CON 11-32 Non-Point Source
- o CON 11-34 Storm Water
- o CON 12-1-1 Solid Waste, SDP (Sanitary Disposal)
- o CON 12-2-3 County Spills
- o CON 12-7-1 Underground Storage Tanks (UST) (**New**)
- o CON 12-7-5 Leaking Underground Storage Tanks (LUST)
- o CON 12-15 Contaminated Sites
- o CON 12-17-11 Solid Waste Alternatives Program (SWAP)



DID YOU KNOW? Staff may access these inventories by visiting the Records Center Front Desk Computer.

RECORDS PROGRAM - OPERATING PROCEDURES



The Records Center serves as the repository for the Department's records that include critical environmental documents.